



# MIAMI BEACH

## Announcement of Open Position

### **OFFICE ASSOCIATE III (ENVIRONMENTAL)**

\$1,111.58 BIWEEKLY SALARY

Open: 9/11/06 8:30 AM

Close: UNTIL FILLED

### NATURE OF WORK

Performs varied responsible, supervisory, clerical or technical work of a specialist nature often involving complex work methods and techniques: Secretarial and/or administrative work performed relative to the needs of the Environmental Division of Public Works Department and/or the person to whom assigned, which may include: typing, taking and transcribing dictation, filing, copying, scheduling appointments, screening telephone calls, handling incoming and outgoing mail. Arranges board and committee meetings; takes and transcribes meeting minutes. The incumbent performs a variety of responsible duties relative to the municipal services of the department to which assigned. Reviews and checks records, forms and other documents for accuracy, completeness, and conformance to rules and regulations. Collects information from a variety of sources and compiles data for special periodic reports. Properly handles complaints and problems at the division or departmental level. Interprets departmental operations, policies, and procedures and disseminates relative information. Establishes and maintains a variety of records and reports. Types forms, correspondence, etc., incidental to work assignments. Operates various office machines, Microsoft Word and data entry equipment. Performs other related work as required.

### MINIMUM REQUIREMENTS

One (1) year experience in a variety of responsible administrative or clerical assignments involving extensive typing. Ability to type 40 correct words per minute. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the public.

### PREFERENCES

A working knowledge of environmental policy issues and experience with governmental agencies. Interest in developing environmental education programs. Ability to handle and maintain financial aspects of accounts payable and receivable. Proficiency in handling general receptionist functions and typing duties. Strong research, writing, and presentation skills. Knowledge of Microsoft Office, Microsoft Projects, and other office related software.

### TO APPLY

*E-Mail two (2) detailed resumes by close date to:*

[jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

*or via mail to:*

MIAMI BEACH CITY HALL  
Human Resources Department  
ATTENTION: OAIII-PWENV  
1700 Convention Center Drive  
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 2122

UC NO: **06-UO-1-226**

EOE/AA/ADA/VET PREF